

**Medical Office Management  
Associate of Applied Science**

Texas Southmost College  
Health Care, Career and Technical Education Division

A degree in Medical Office Management will prepare the student to handle the functions of receptionist/appointment scheduler, billing specialist, business office coordinator, reimbursement specialist, and/or medical coder. It will also prepare them for positions such as a Medical Office Manager, Billing Supervisor, Office Coordinator, Reception Manager, Hospital Billing Specialist or Medical Records Manager.

<b>FIRST YEAR - FALL SEMESTER</b>	<b>Credit Hours</b>
BCIS 1305 Business Computer Applications .....	3
HITT 1305 Medical Terminology I .....	3
POFM 1317 Medical Administrative Support .....	3
MDCA 1309 Anatomy and Physiology for Medical Assistants .....	3
SPCH 1315 Public Speaking .....	3

<b>FIRST YEAR - SPRING SEMESTER</b>	
HRPO 1311 Human Relations .....	3
MDCA 1343 Medical Insurance .....	3
POFM 1300 Basic Medical Coding .....	3
POFI 1349 Spreadsheets .....	3
HRPO 2301 Human Resources Management .....	3

<b>SECOND YEAR - FALL SEMESTER</b>	
BMGT 1301 Supervision .....	3
POFM 2310 Intermediate Medical Coding .....	3
HITT 1353 Legal and Ethical Aspects of Health Information .....	3
ACNT 1303 Introduction to Accounting I .....	3
XXXX X3XX <sup>1</sup> Language, Philosophy, & Culture / Creative Arts Elective .....	3

<b>SECOND YEAR - SPRING SEMESTER</b>	
MATH 1314 <sup>+</sup> College Algebra OR	
MATH 1332 <sup>+</sup> or Contemporary Mathematics I (Math for Liberal Arts Majors I) .....	3
HITT 1301 Health Data Content and Structure .....	3
POFM 2380 Cooperative Education – Medical Administrative/Executive Assistant and Medical Secretary .....	3
ENGL 1301 <sup>+</sup> Composition I .....	3
XXXX X3XX <sup>2</sup> Social and Behavioral Sciences Elective .....	3

**TOTAL CREDIT HOURS FOR GRADUATION - 60**

<sup>+</sup> Grade of “C” or better is required for graduation.

<sup>1</sup>Language, Philosophy & Culture/Creative Arts Electives: Any General Education Core course that meets these categories

<sup>2</sup>Social and Behavioral Sciences Electives: Any General Education Core course that meets these categories.

TSI Requirement (Texas Success Initiative - any other state-approved test) - Student must pass all three sections of state-approved test to graduate with this degree.

A minimum grade of “C” must be obtained in each (BCIS, HITT, POFM, MDCA, HRPO, POFI, MBGT, ACNT) course required in the degree plan.